

PUNCH COMMUNICATION LOG

WEEK 4 - 10/20/08 - 10/26/08

STORE #

~~1080~~ 10801

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	MEAL OUT	MEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
10/20	RICHIE MOORE	1440255	12:05	12:05			FORGET TO CLOCK IN	RVM	10/20	AL	10/25
10/21	Doug Troester	1264614	1:00pm			2:15pm	Training CM	DRT	10-21	AL	10/25
10/21	Doug Troester	1264614			9:06pm		OPPS. Sorry!!	DRT	10-21	AL	10/25
10/22	Mason Glenn	1438059	7:25am - 9:48am				non coverage - sampling	ML	10/22	AL	10/25
10/22	Michelle Lopez	1567029			7:27pm		think I forgot to punch in	ML	10/22	AL	10/25
10/24	Mason Glenn	1438059	5:20am				pick up product b4 work	MA	10/24	AL	10/25
10/20	Jessica Harker	1451161	4am							AL	10/25
10/24	Melanie Howard	140573	4am						10/25	AL	10/25
10/20	Debbie Hay	1219708			258p		3p S/S meeting	OP	11/02/08	AL	10/25
10/20	Rachel Moore	1440255					M/B violation		10/22	AL	10/25
10/22	Rachel Moore	1440255	3p			7p	SE		10/22	AL	10/25
10/22	Doug Troester	1264614			1259p				10/22	AL	10/25
10/24	Doug Troester	1264614	4p				M/B violation			AL	10/25
10/23	Andrew Tilton	1414030	8p				training			AL	10/25
10/20	Cecilia Robles	1107143	8	12	1230	430p	non cov. New Orleans!	AL	10/25	AL	10/27
10/25	Cecilia Robles	1107143				2:15	made copies @ training	AL	10/25	AL	10/27
10/25	Doug Troester	1264614		7:05	7:35		Correcting wrong time punch	DRT	10/25	AL	10/27
10/20	Jessica Harker	1451161	4am	6:14A	6:46A		no in punch			AL	10/27
10/20	Kristen Barrow	1479863		7:33am	8:03A		M/B violation	EB	10/26	DRT	10/27
10/25	Mason Glenn	1438059	11:00a					MA	11/12	AL	10/28
10/26	Mason Glenn	1438059				3:45p		MA	11/2	AL	10/28
10/26	Jessica Harker	1451161	4:00a							AL	10/27
10/26	Doug Troester	1264614				5:15p		DRT	6:35	AL	10/27

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